

Steps to Become a DUI Evaluation Services Provider

* **For new programs** providing Alcohol and Drug services, you must first be licensed by the State, Kansas Department for Aging and Disability Services/Behavior Health Services (KDADS/BHS). Go to http://www.kdads.ks.gov/AAPS/Licensing/Facility_Licensing.html and fill out the application for licensure. After licensed by the KDADS/BHS, you can request the utilization of the KCPC for DUI Evaluation Services. After receiving your program license, the following are the procedures for DUI Evaluation services and the KCPC access.

*** The process to add DUI evaluation services requires the program to utilize the KCPC as the standardized assessment tool, therefore we require forms for computer specifications and security filled out and submitted. Below is our process:

*** **For existing programs licensed by KDADS/BHS**, if you want to add DUI evaluation services to your program please fill out the Modality Supplemental Application from our website and mark DUI evaluation services. Send this to Billie Fuller at billie.fuller@kdads.ks.gov.

1. http://www.aging.ks.gov/Forms/APS_Licensing/Modality_Supplemental_Application_01_2013.doc

Please make sure to fill out the application completely or it will be returned to you.

2. Submit the Computer Citrix forms located at the KDADS website <http://www.kdads.ks.gov/>:

Click on "Provider Information" link within the top navigation bar, Click on the padlock icon at the bottom of the menu listing that says "KDADS Web Application Access Security Agreement".

If you already have access to any of the KDADS web applications you do NOT need to submit another security agreement via this new electronic format released on November 1, 2012.

The screenshot shows a web form for a security agreement. Red arrows point to the following fields: 'Name' (with sub-fields for First, MI, and Last), 'Email', 'Function/Job Title', 'Phone Number', 'Office Location (City)', and 'Agency/Business Complete Name'. Below these are checkboxes for 'Requested Applications' including AIR, CARE_INQ, CTO, IRA, KAMIS, KCPC, KOTA, PACE, and Other. A red arrow points to the 'KCPC' checkbox. A red callout box with a black border contains the text: 'Submit all 3 forms to KDADS, even the DCF security agreement!!!'. Below the callout box, a blue-bordered box lists forms to complete for KCPC: 'DCF Security Agreement', 'EAS Application for Citrix', and 'KCPC Computer Questionnaire'. At the bottom, a blue-bordered box contains the text: 'Please submit the forms to the Kansas Department for Aging and Disability Services (see contact information below)'.

Name: Email:

First MI Last

Function/Job Title: Phone Number:

Office Location (City): Agency/Business Complete Name:

Do Not Use the Business Abbreviation or Acronym

Requested Applications:

☐ AIR ☐ CARE_INQ ☐ CTO ☐ IRA ☐ KAMIS ☐ KCPC ☐ KOTA ☐ PACE ☐ Other

• For KCPC, please also complete the following forms:

- o DCF Security Agreement
- o EAS Application for Citrix
- o KCPC Computer Questionnaire

Please submit the forms to the Kansas Department for Aging and Disability Services (see contact information below).

Contact Information:

KDADS HELP DESK, Information Services Division
New England Building
503 Kansas Ave.
Topeka, KS 66603 Fax: (785)-296-0256

For assistance: HelpDesk@kdads.ks.gov
Phone: (785) 296-4987

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3. Once these forms are approved, you will receive a letter from Behavioral Health Services (BHS) that allows you to complete the installation of the KCPC.

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4. Please go to the following website to take a web based KCPC training to help you through the process of completing the KCPC. http://www.kdads.ks.gov/CSP/AAPS_Training.html
5. If you have any questions about this process or the approval of the security forms, please contact KDADS Helpdesk at 785-296-4987.
6. If you have questions regarding the computer specification forms, please call John Klein at 785-296-4581.